



## **SENIOR TYPIST CLERK**

(Vacancy Announcement)

**LAC+USC Medical Center** is currently seeking a highly qualified individual to fill a **Senior Typist Clerk** vacancy within Nursing Administration. Position allocated to this class performs specialized clerical duties requiring knowledge of specialized subject matter and specialized clerical functions.

### **DESIRABLE QUALIFICATIONS**

- ❖ Three years office clerical experience, one year of which must have been in a specialized clerical capacity.
- ❖ Excellent customer service, strong written and oral communication skills.
- ❖ Computer literate/skills in Microsoft Office.
- ❖ Ability to work effectively and productively with minimal supervision.
- ❖ Ability to maintain confidentiality and security of sensitive information.
- ❖ Flexibility and willingness to adapt to various changes in work flow and procedures.

### **RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- ❖ Maintains confidentiality of personnel records.
- ❖ Screens, prioritizes, routes, distributes and records correspondence as needed.
- ❖ Under the direction of her/his supervisor, verifies data sources for accuracy when necessary and appropriate related to functions/activities.
- ❖ Able to coordinate schedules with meetings/conference calls, and prepares committee/meeting minutes.
- ❖ Processes personnel documents according to predetermined and specialized procedures for such purposes of recording/updating and maintaining employees' profiles and demographics in the Nursing data base(s) and share folders in a timely manner.
- ❖ Under the direction of her/his supervisor, will prepare reports/ projects/ special assignments.
- ❖ Operates office machines such as personal computer, printers, telephones, fax machines, copy machines, etc., incidental to the performance of her/his duties.
- ❖ Supports Nursing Administration with monthly mandatory reports.

Must be currently on the **Senior Typist Clerk** Item – **OR** – reachable on the **L.A. County Senior Typist Clerk** Examination Certification List.

Interested applicants should submit a letter of interest, current resume, copy of their last two performance evaluations, and a copy of their time records for the past 24 months to:

LAC+USC Medical Center  
Nurse Recruitment & Retention Center  
Inpatient Tower – Room C2C112  
Telephone: (323) 409-4664  
Fax: (323) 441-8039  
EOE/Posted 09/26/14

Resumes will be accepted until the needs of the department are met.